



OVERVIEW

Recycling in Janitorial Service Contracts allows GSA to avoid both waste hauling and landfill costs, which can be quite high. This is the preferred method of recycling in facilities that do not have a large concentration of employees in order to meet GSA's recycling mandate and be cost effective. It is GSA's objective that all solid waste collected pursuant to this contract be removed from the premises and transported to a processing facility for the purpose of remanufacturing or recycling to the maximum extent possible.

GSA Responsibilities	<ul style="list-style-type: none">■ Ensure the implementation of recycling programs in Federally-owned buildings.
Contracting Officer	<ul style="list-style-type: none">■ Responsibility for the administration of the Janitorial Service Contract.
Contracting Officer's Representative	<ul style="list-style-type: none">■ Day-to-day administration of the Janitorial Service Contract.
Customer Service Representative	<ul style="list-style-type: none">■ Primary GSA contact for facility tenants

Recycling Laws, Regulations, Orders and Guidance

Citation	Topic
42 USC § 6901, et seq.	The Solid Waste Disposal Act, 1965 (http://uscode.house.gov/usc.htm)
Public Law 98-616, 1984	The Hazardous and Solid Waste Amendments
Public Law 102-386, 1992	The Federal Facility Compliance Act (http://www.em.doe.gov/ffcabb/ffcabill.html)
40 CFR Parts 245, 246, 247	The Resource Conservation and Recovery Act, 1976 (http://www.access.gpo.gov/nara/cfr/cfr-table-search.html)
Executive Order 12873	Federal Acquisition, Recycling and Waste Prevention (superceded by Executive Order 13101) (http://www.gsa.ene.com/nepa/executive_orders.htm)
Executive Order 13101	Greening the Government through Waste Prevention, Recycling and Federal Acquisition (http://www.gsa.ene.com/nepa/executive_orders.htm)
Comprehensive Procurement Guidance GSA Order OGP 2851.1	Buying Recycled, GSA Affirmative Procurement Program (http://www.gsa.gov/staff/c/ca/Directives/gsad.htm)

Further Information

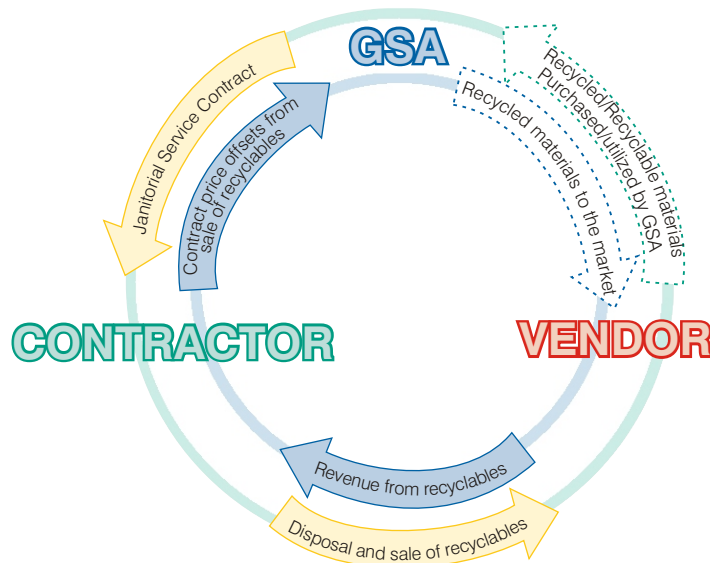
- **GSA PXE National Web Page**
http://insite.gsa.gov/_pbs/px/special.htm
- **GSA Internal Directives, Instructions and Handbooks**
<http://www.gsa.gov/staff/c/ca/Directives/gsad.htm>
- **GSA National Capital Region's Recycling Web Page**
<http://ncr.gsa.gov/recycle/>
- **Pacific Rim Region Recycling Information**
<http://infocenter.r09.gsa.gov/real.prop/>
- **PBS Environmental Hotline**
(800) 379-6505 or e-mail pbshotline@ene.com
- **GSA Home Page**
<http://www.gsa.gov> - Search term "recycling program"
- **Global Recycling Network**
<http://www.grn.com>
- **GSA STAR (System for Tracking and Administering Real Property) Web Page**
http://insite.gsa.gov/_pbs/star/index.htm
- **National Recycling Coalition**
<http://www.nrc-recycle.org/>
- **Office of the Federal Environmental Executive**
<http://www.ofee.gov/>

CONTRACTOR RESPONSIBILITIES FOR RECYCLABLE MATERIALS

- Handling, transporting and ensuring the recycling of paper, newspaper, cardboard and used beverage containers (UBC's) either aluminum, plastic or glass;
- Ensuring that all materials in containers earmarked for recycling shall be removed from collection containers to storage containers in an area designated by the COR/CSR;
- Ensuring that saleable waste paper and paper collected under the Source Separation Program, shall be collected and placed in the recycling room or on the loading platform for removal by the facility recycling vendor;
- Delivering, maintaining, securing and removing storage containers and equipment;
- Ensuring that the Contractor supplied containers be free of overflow, residue, unpleasant odors, holes, vermin or foreign matter which may cause personal injury or damage to the building; and
- Ensuring that any national security information that has been classified under the provision of Executive Order 12356, or any subsequent order relating to the classified system for national security information, shall not be disposed of under this contract.

ECONOMICS OF RECYCLING IN JANITORIAL SERVICE CONTRACTS

Contract Price Offsets
The monthly contract price will be decreased to offset any income received by the Contractor through the sales of recyclable materials. Price adjustments will be performed in accordance with the provisions contained herein. Price adjustments will be in accordance with published data of marketable value of recyclable materials. Price may be adjusted on a monthly basis as reflected in the recycling receipts.



Recycling Receipt
Contractors must file a recycling receipt within 5 days after the end of each month. The receipts must include: date recyclable materials were purchased, the marketable value (may be adjusted monthly) of the recyclable material, the type and/or grade of the material and the quantity of each type and/or grade.

Recyclable Paper Collection
Recyclable paper collected under this contract shall be used or sold as recyclable paper only. The contractor shall not use, allow access to or offer for resale any papers, documents, file record material, or any other form of records on file, records or information contained therein. GSA benefits from the Contractor's sale of recyclables by saving in disposal costs. Revenue generated from the sale of the recyclables by the Contractor is offset in GSA's contract price to the Contractor.